

Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-32

Date: July 9, 1997

SUBCHAPTER 3 FAH-1 H-2320 PROMOTION OF MEMBERS OF THE FOREIGN SERVICE

MAJOR CHANGES

- 1. Exhibit 3 FAH-1 H-2321A contains the Procedural Precepts for the 1997 Senior and Intermediate Foreign Selection Boards.
- 2. Exhibit 3 FAH-1 H-2321B contains the Core Precepts-Decision Criteria for Tenure and Promotion in the Foreign Service.
- 3. In accordance with the negotiated agreements with AFSA, Exhibit A (Procedural Precepts) was effective on June 10, 1997, and Exhibit B (The Core Precepts) was effective on October 31, 1995.
- 4. These precepts apply only to Foreign Service personnel of the Department of State.
- 5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

- 1. Remove and destroy the text of the old 3 FAH-1 H-2320, (issued under TL:POH-3, dated 06-19-1995;) and replace it with the attached revised subchapter 2320.
- 2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:POH-32, and initial.

DISTRIBUTION NOTICE

1. The Foreign Affairs Handbooks (unclassified) are issued primarily in CD-ROM format. For information on this program, including information

- regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
- 2. All posts and offices holding hard copy versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
- 3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/PE)